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REQUEST FOR QUALIFICATIONS

City of Sammamish 2017 Health and Human Services Needs Assessment

City of Sammamish Parks and Recreation Department
Sammamish, Washington

INVITATION

The City of Sammamish is soliciting qualification submittals to provide consultant services for a Health and Human Services Needs Assessment. Firms should have collective experience that includes developing a community's initial Health and Human Services Needs Assessment, working with a culturally diverse community and effective community engagement involving socially sensitive issues.

CITY OVERVIEW

The City of Sammamish is located between Redmond and Issaquah, adjacent to the eastern shores of Lake Sammamish. Incorporated in August 1999, with the annexation of the Klahanie area on January 1, 2016, the City's population increased by 11,000 people and two square miles for a total population of 59,060 and a land area of 23.5 square miles.

Sammamish is served by three school districts, several private schools and is rapidly urbanizing. The City is widely recognized as a highly desirable place to live with its excellent schools, beautiful environment, parks, and proximity to high-paying job centers.

PROJECT BACKGROUND

The City of Sammamish does not currently directly provide human service programming but rather functions as a resource for community members to be referred to services for which they are in need. The City also grants \$240,000 biennially to area non-profit organizations providing services to the Sammamish community. These funds are awarded and administered by the City using the Share1app online grant program. The grants are capped at \$10,000 and for 2017-2018 serve 39 groups and programs.

The City of Sammamish provides one dedicated staff, a Community Services Coordinator working $\frac{3}{4}$ time developing community relationships, cultivating volunteer relationships, promoting outreach programs, networking and marketing of programs available maintenance of a community resources directory, and supporting the Health and Human Services Ad-Hoc Committee and Task Force. This grant program is primarily administered by the City Clerk with support of the Community Services Coordinator.

Please visit our website for more information about the City of Sammamish Health and Human Services Committee and Task Force <http://www.sammamish.us/government/committees-task-forces/health-and-human-services-committee/>

A preliminary program overview and approach of this potential Needs Assessment project was presented by staff to the City Council on February 4, 2016. This presentation video is available on the City's website video library <https://www.youtube.com/watch?v=tLiDZz7Ujr8> and can be found at approximately 3:04.

ANTICIPATED SCOPE OF WORK

All tasks will incorporate the relevant projections for population and urban growth and development for the year 2035 as described in the City's 2015 Comprehensive Plan including the Town Center and annexation of Potential Annexation Areas. It is anticipated that the scope of work will include the following.

1. **Project Management:** The selected consultant will be expected to provide project management services in close consultation with the city's project manager including coordination of any sub-consultants, ensuring the project remains on schedule and within budget.
2. **Community Profile:** The consultant team will develop a detailed demographic profile of the Sammamish community. In addition, the consultant will identify any gaps in data and develop a methodology to collect the desired information for a thorough assessment.
3. **Inventory:** The consultant will build an inventory of existing health and human service programs and resources, including shelter, located in Sammamish, neighboring communities or otherwise readily available to residents.
4. **Community Priorities:** This significant component of this assessment is to identify the community's priority needs in relation to health and human services. This also includes the facilitation of development of a mission and vision for the City in providing those services.
5. **Goals and Policies:** The consultant will establish goals and policies which reflect the methods to provide services for identified community priority needs.
6. **Coordination with Neighboring Jurisdiction Plans:** The consulting firm should consider coordination of services as well as possible cooperative and partnership opportunities with neighboring jurisdictions (e.g. Eastside King County, etc.)
7. **Grant Program:** The existing grant program will be evaluated in its entirety by the consultant for equitable, effective and appropriate distribution of funds based on the findings of the assessment.
8. **Implementation Strategy:** The consulting firm will include an implementation strategy incorporating long-term methodology on priorities and recommendations of the assessment.
9. **Public Involvement:** The consultant team will develop a robust public involvement plan to solicit community and stakeholder input with an equitable and culturally sensitive approach. The plan will include a variety of tools and methods to ensure ample opportunity for the public to be informed and involved. Possible tools in methods include but are not limited to social media, Virtual Town Hall, open houses, focus groups, booths at City-sponsored events, in addition to presentations to Health and Human Services Ad-Hoc Committee and Task Force. The consultant team will also track, organize and provide information necessary for City staff to respond to public comments.
10. **Draft and Final Plans:** It is anticipated that several drafts of the plan will be completed prior to the final plan. Assessment sections may be developed and reviewed as interim steps to development of the full document. Staff comments will be incorporated prior to review by the public and any of the City ad-hoc and task force groups and commissions. Public input will be solicited and incorporated throughout the planning process. After consideration by the Commissions, recommendations will be incorporated for review by the City Council. Revisions directed by the City Council will be incorporated in the assessment for approval. The selected consultant will be expected to facilitate public open houses and other community outreach events,

participate in multiple meetings of the City ad-hoc and task force groups and commissions, as well as City Council meetings for presentations and consideration of the assessment.

PROJECT BUDGET

Upon selection of a qualified consultant, scope and fee shall be negotiated.

SUBMITTAL CONTENTS

Please provide the following in the Proposal Package:

- **Cover Letter/Statement of Interest:** Describe your interest in assisting the City in developing a Health and Human Services Needs Assessment and commitment to provide the services described in the scope of work.
- **Project Team:** Provide a brief description of the individuals on the consultant team including their relevant experience and qualifications. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between team members and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.
- **Project Experience:** Please provide the following information for no more than (3) three relevant projects with similar scope and size that have been managed by the proposed project manager:
 - Description of project, location and current status
 - Project results and challenges
 - Description of professional services provide by the consultant team
 - Project initial budget and final cost and end date (if applicable)
 - References (name, title, address, phone number and email)
- **Project Approach:** Project approach to preparing the Health and Human Services Needs Assessment, including public participation methodology and techniques, which are of significant importance to this project and a timeline which identifies major proposed tasks and products.
- **Disclosure of Conflict of Interest:** Disclose any potential conflict of interest due to any other clients, contracts, or property interests in regards to private development of any property within the City of Sammamish.

Costs for Development of Submittals: All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Project Manager listed on this RFQ. Submittals cannot be withdrawn after the published close date.

SELECTION PROCESS

The consultant must have demonstrated experience in development of a Health and Human Services Needs Assessment and providing services in a rapidly urbanizing area. In addition, the project team must have demonstrated expertise in successfully developing and managing the public participation process in and data collection and analysis in a cultural and socio-economical diverse community.

Staff will review the qualification packages received, based on the evaluation criteria established below, to arrive at a shortlist for an interview. The City may choose to contact officials from other jurisdictions regarding the consultant and their prior work experience and their ability to successfully complete the scope of services.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City's selection committee. The Director of the Parks and Recreation Department of the City of Sammamish, will submit a final recommendation to the City Manager and the City Council for approval. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services.

EVALUATION CRITERIA

- Qualifications of key personnel and the project team
- Demonstrated ability to effectively coordinate and manage multiple aspects of a plan to meet project schedules and budget
- Successful past performance managing public process and communications
- Project approach
- Overall quality of content and responsiveness to RFQ requirements

The City of Sammamish reserves the right to reject any or all qualification packages received, and to waive any irregularities or information in the evaluation process. The final selection is the sole decision of the City of Sammamish, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

PROPOSED TIMELINE

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| • RFQ release: | November 30, 2016 |
| • Deadline for questions: | December 19, 2016 |
| • City response to questions (posted on City website): | December 27, 2016 |
| • RFQ proposal due: | January 9, 2017 at 2pm |
| • Notify short listed firms: | January 18, 2017 |
| • Interview short listed firms: | January 25, 2017 |
| • Contract awarded by City Council: | March 2017 |
| • Project kick-off: | Early April 2017 |

SUBMITTAL FORMAT, LOCATION AND DEADLINE

In an effort to promote waste reduction and resource conservation, submittals shall not contain plastic bindings, plastic and/or laminated pages. Please avoid superfluous use of paper such as separate title sheets or chapter dividers. Limit submittals to 10 sheets of two-sided, 8 1/2" x 11" pages in length not including resumes and cover letter.

Please submit five (5) hard copies of your team's qualification package as well as a pdf copy uploaded onto a CD or USB drive. Sealed submittals, plainly marked "**City of Sammamish 2017 Health and Human Services Needs Assessment**" on the outside of the mailing envelope, addressed to the **City of Sammamish, 801 228th Avenue SE, Sammamish, WA 98075**, will be accepted until **2:00 pm on January 9, 2017**. Qualification submittals may also be hand delivered to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. **No faxed or emailed submittals will be accepted.**

It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the City relative to this RFQ. These will be posted on the City website <http://www.sammamish.us/community-involvement/community-outreach/human-services/needs-assessment-project/> by the date shown on the Proposed Timeline above.

ADDITIONAL INFORMATION

Inquiries should be submitted, via email only, at any time prior to the question deadline identified in the Proposed Timeline to Allison Gubata at agubata@sammamish.us. Any email communications will be considered unofficial and non-binding on the City.

Americans with Disabilities Act (ADA) Information

This material may be made available in an alternate format by calling 425-295-0500.